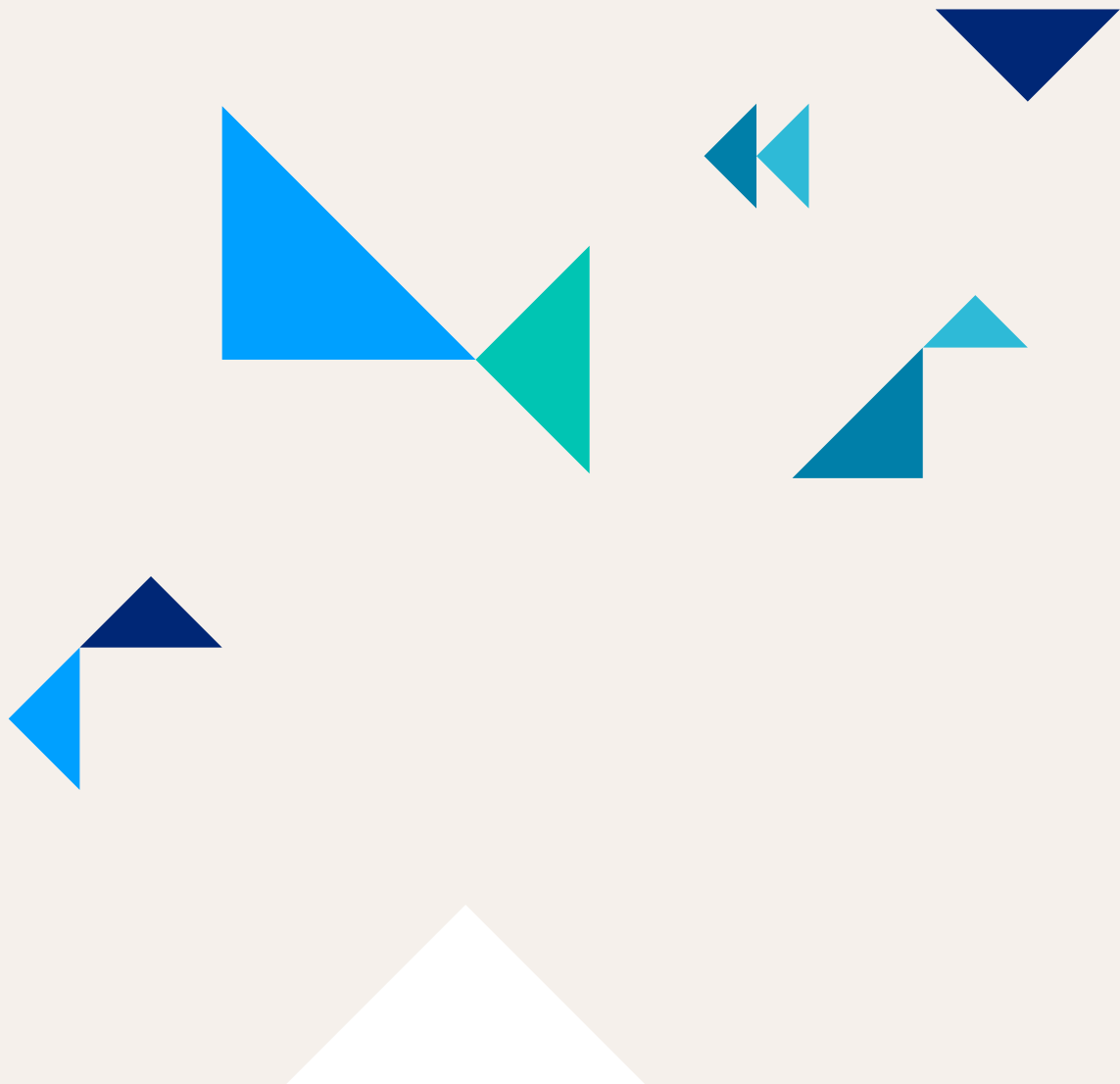


# QUICKGUIDE

## MYTIME BY HAYS



## LOGIN

1

In order to record service times with MyTime by Hays, you must log in to our website [www.hays.de](http://www.hays.de) / [www.hays.at](http://www.hays.at) with your login data. To access the login area, click on "Login" at the top of our website.

Career with Hays



DE

EN

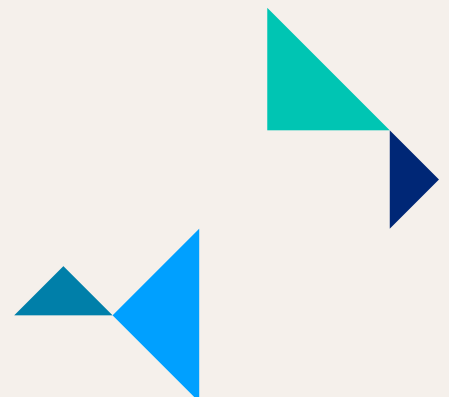


Login

2

After you have logged in, the button „Open MyTime by Hays” appears. Click on it.

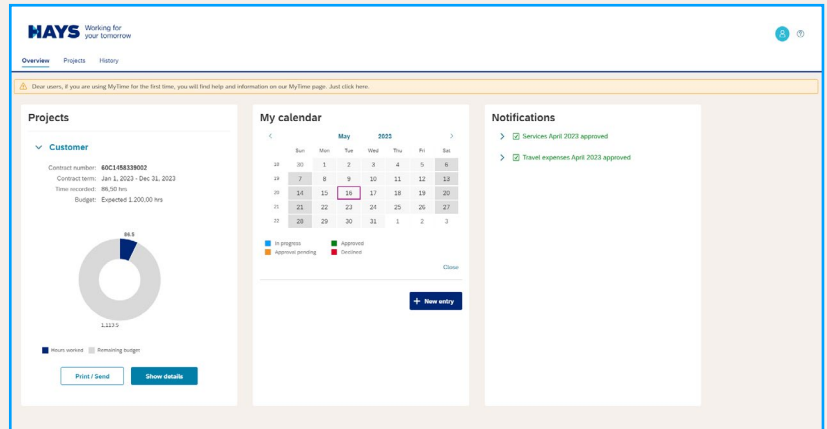
Open MyTime by Hays



## OVERVIEW

3

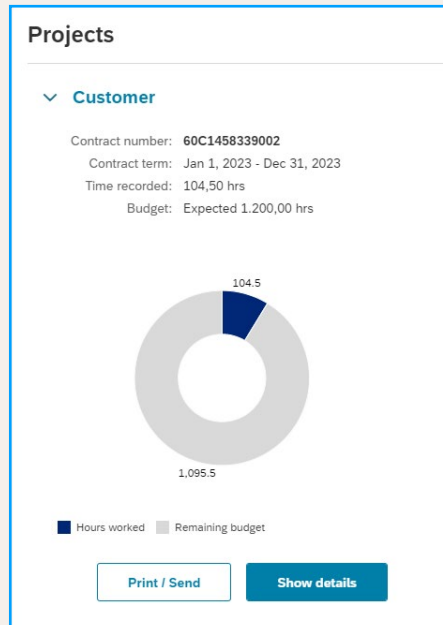
In the overview you will find all project-relevant information at a glance.



4

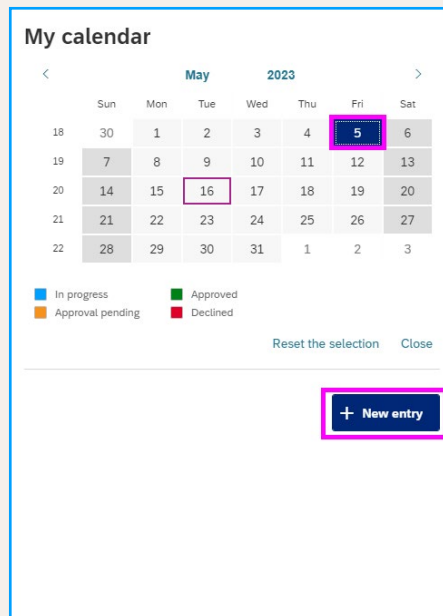
By clicking on „Projects“ on the left, you can see the hours you have already entered & rendered in the diagram. The remaining budget informs you about how many hours are still expected to be spent on the project. If you are assigned to several Hays projects, all of them will be displayed here.

In the section „Show details“ you can see more details about the current project. By clicking on „Print/Send“, you can send the project report for approval to the project manager of the customer.



5

In order to record services, choose a day in the calendar. Then click on „New entry“.



6

As soon as you have clicked on „New entry“, you only have to provide a few details about your service. Finally, click on „Save“.

The mandatory fields are marked with a red asterisk.

7

The saved entry is displayed directly in the calendar.

8

If you have contractually agreed a kilometre allowance, a travel lump sum or travel times, you can also record them in MyTime by Hays.

To do so, select the relevant type of service.

You can upload documented travel expenses (e.g., hotel bill, flight ticket, etc.) in our portal.

9

If you want to delete an entry, select the day and then click on the recycle bin icon.

You will then be asked to confirm.

10

If you want to edit a saved entry, select the corresponding day and then click on the pencil icon.

A new window opens in which you can make all changes.

Click on „Save“ to complete the process.

11

In the section „Notifications“ you can already see the approved or rejected project reports by the project management.

#### Notifications

- >  Services April 2023 approved
- >  Travel expenses April 2023 approved

## PROJECTS

12

In the „Projects“ view, you can see further details of your entries.

E.g., a diagram of your hours rendered so far divided according to type of service (e.g., remote and on-site at the customer).

All entries you have made so far for the selected period are displayed below.

13

Under „Projects“ you can send your project report directly to the project manager of the customer for approval.

After clicking on „Complete month“, you can no longer enter any further services.

14

You can also send your project record for approval to the project manager of the customer on a weekly basis.

15

After clicking on „Print/Send“, the project report is displayed.

16

Before sending, select the language of the project report and e-mail to your project manager.

If no further entries are made for the month and you would like to receive your final self-billing document after approval, choose „Complete month“.

You can then have the project report approved either digitally via MyTime by Hays or by the customer.

### 1. Language selection

Language of the project report and e-mail to the project management:

german  english

### 2. Complete month

Complete month (automatic billing is initiated after release. Month can no longer be edited)

Complete month

### 3. How would you like your service times to be approved?

I let MyTime do the work for me:



Send directly via MyTime, further processing is carried out automatically

Project lead's email address

Send directly

I take care of it myself:



Have the project management approve it manually and submit it yourself via the **Upload** on Hays.de

Report a manual approval process

## HISTORY

17

In the history section you can see an overview of all approved or rejected project reports.

After approval, you can download the documents here as well.

HAYS Working for your tomorrow							
Customer company	Contract number	Months	Type of service	Sent on	Approved on	Status	
Kundenunternehmen	60C148339002	04/23	Service	04.05.2023	05.05.2023	Approved	Open PDF
Kundenunternehmen	60C148339002	04/23	Travel expenses	04.05.2023	05.05.2023	Approved	Open PDF

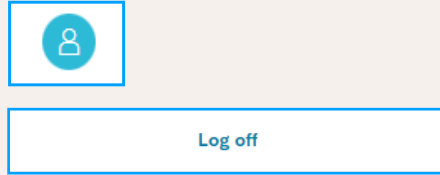




## LOGOUT

18

As soon as you have completed your time recording, you can log out of MyTime by Hays at the top right in your „Profile“.

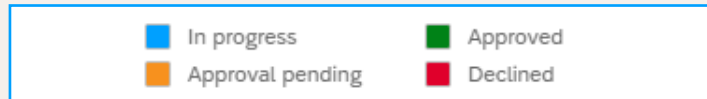


## ADDITIONAL FEATURES

### Status of your times:

19

The times you have recorded are highlighted in colour in the calendar, depending on the status.

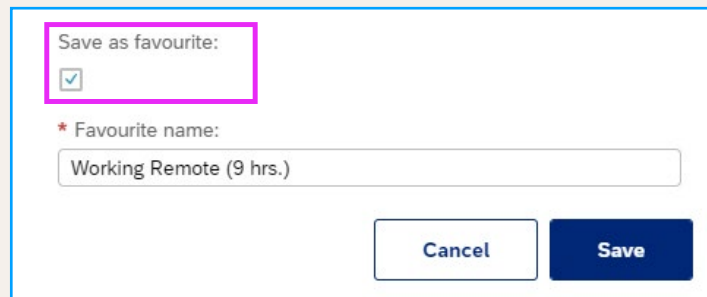


### Create favourites – the fast way to record times:

20

While making an entry in the calendar, you can save it as a favourite.

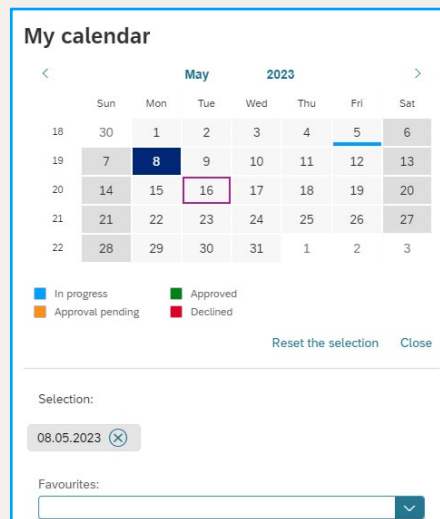
Click on „Save as favourite“ and enter a favourite name.



21

With the favourites function you speed up your next time entry.

To do so, simply select the saved favourite.



22

MyTime by Hays automatically fills in the necessary fields. You only have to click on „Save“.

Favourites:  
Working Remote (9 hrs.)

\* Project:  
Customer

\* Service:  
Leistung (H) Remote

Short description:  
Software Development

From / To:  
08:00 18:00

Service free time:  
01:00

\* Total hours:  
09:00

Save as favourite:

Cancel Save

**Make entries for several days at the same time:**

23

If you want to enter the same service times for several days, simply select the corresponding days in the calendar.

You can cancel the selection by clicking on „Reset selection“ or delete individual days by clicking on the „X“.

**My calendar**

May 2023

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
18	30	1	2	3	4	5	6
19	7	8	9	10	11	12	13
20	14	15	16	17	18	19	20
21	21	22	23	24	25	26	27
22	28	29	30	31	1	2	3

In progress     Approved  
 Approval pending     Declined

Reset the selection Close

Selection:

09.05.2023 X    17.05.2023 X    25.05.2023 X  
26.05.2023 X

Favourites:



**Reminder e-mail:**

24



Would you like to be informed if the project management has not yet approved your project report?

You can change the settings in your profile.

Englisch

Reminder tool (e-mail)

If not approved, remind me to contact the project management:

YES

After X days:

— 2 +

**Let us know if you have not rendered any services in a month:**

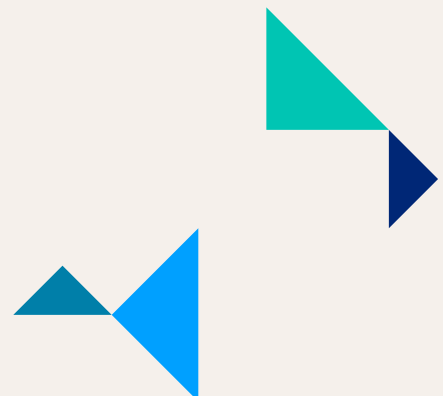
25



On the 3rd, 7th and 12th of the following month you will automatically receive a reminder to enter your service times.

If you have not rendered any services in a month, you can inform us by clicking on „No service this month“.

In this case, you will not receive a reminder from Hays.



### Complete month:

26

Once you have recorded all services for a month and would like to receive your self-billing document upon approval of the project report by the customer, you must complete the month in advance.

You can either select this directly when sending your project report or click „Complete month“ under „Projects“.

The screenshot shows a web form with three main sections:

- 1. Language selection**: Language of the project report and e-mail to the project management:  german  english
- 2. Complete month**: Complete month (automatic billing is initiated after release. Month can no longer be edited)  Complete month
- 3. How would you like your service times to be approved?**
  - I let MyTime do the work for me:** Send directly via MyTime, further processing is carried out automatically. Includes a text input for "Project lead's email address" and a "Send directly" button.
  - I take care of it myself:** Have the project management approve it manually and submit it yourself via the Upload on Hays.de. Includes a "Report a manual approval process" button.

A rectangular button with a blue border and the text "Complete month" in blue.

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Do you use an Excel document (XLSX, XLS) to record your services? With MyTime by Hays you can import your data and also have your times digitally approved by the customer.

To do this, click on the „Import“ tab in MyTime by Hays – and you're ready to go.

The screenshot shows the top navigation bar of the MyTime interface. It includes the HAYS logo, the tagline "Working for your tomorrow", and the MyTime by Hays logo. Below the logos is a horizontal menu with the following items: Overview, Projects, History, and Import (which is underlined).

## SUPPORT

Do you have any questions or suggestions regarding MyTime by Hays? Please contact us directly at:

E-Mail: [mytime@hays.de](mailto:mytime@hays.de)  
Service desk: +49 (0)621 1788 1788  
Service hours: Mon–Fri: 8 a.m. – 5 p.m.

